



VACANCY ANNOUNCEMENT

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals for the position of **Financial Analyst** for its Mission in Liberia

VACANCY #: **FSN-669-13-000006**

OPEN TO: ALL INTERESTED CANDIDATES
Current employees serving a probationary period with the Mission are not eligible to apply.

POSITION: **Financial Analyst**

OPENING DATE: **January 11, 2013**

CLOSING DATE: **January 28, 2013**

WORK HOURS: Full-time: 40 hours/week

SALARY: Ranging from US\$17,006 to US\$33,660 p.a. depending on full performance standard.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENT PERMITS ALLOWING WORK IN COUNTRY BEFORE BEING ELIGIBLE TO APPLY.

BASIC FUNCTION OF POSITION

The incumbent is one of four financial analysts (FAs) in the Office of Financial Management (OFM) at USAID/Liberia. The incumbent conducts, or manages the performance, of various types of host country and implementing partner assessments of public financial management and procurement systems; audits, financial reviews, pre-award assessments, and compliance reviews, provides assistance and support services to the mission Controller, Mission Management, Contractors, Recipients, and host Country Government entities. In addition, incumbent supports one or more assigned Development Objective (DO) teams in the financial management aspects of all phases of the project or activity life cycle-from project design, procurement through execution and closure. The FA conducts reviews of financial terms and conditions on project agreements, project implementation orders, modified acquisition and assistance requests, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to USAID accounting and fund controls. He/she works with OFM and AO staff on accruals, funding in agency financial management and procurement systems, and other issues, and conduct annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act. As the OFM liaison with RIG/Dakar, the incumbent works with USAID/Liberia technical office and Assistance and Acquisition staff, implementing partners and USAID/Washington to resolve audit findings and monitor the progress of ongoing corrective actions.

MAJOR DUTIES AND RESPONSIBILITIES

Public Financial Management and Host country systems (45%):

The incumbent:

1. Performs, or manages the performance of, various types of host country assessments, audits, financial reviews, pre-award assessments, and compliance reviews. These may include (a) rapid appraisals of host country systems; (b) assessments on public financial management and procurement systems; (c) host country contracting and/or financial management capability assessments on identified Host Country Implementing Agencies as a precondition to award approvals and contracting capability certifications. In this regard, incumbent actively participates in Host country and donor discussions on public financial management, procurement and other related for- a. Incumbent also participates in various types of financial reviews, control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews on USAID-funded activities.
2. Identifies or coordinates the capacity building needs endorsed and/or determined from assessments conducted on the Host Government Agencies, both at the National and Local Levels, develops an Action Plan or a SOW to address those, and oversees implementation.

3. In conjunction with assessments conducted, participates in the conduct of relevant FM training and technical assistance to the Mission/Client Missions; Recipients and Contractors; and to the Host Country Government-- aimed at strengthening internal controls and management systems; and at building the capacity of local NGOs and of Host Country Government Implementing Agencies

Audits, Pre-award assessments and Compliance Reviews (30 %)

The incumbent:

1. Is responsible for conducting the annual review of the Mission's internal control systems as required by the Federal Manager's Financial Integrity Act (FMFIA); guides and advises Mission staff on their responsibilities for maintaining effective internal control, operating systems and procedures; proposes recommended courses of action to correct management deficiencies and reported material control weaknesses, and takes responsibility for tracking the Mission's progress in addressing progress made to remedy deficiencies/weaknesses.
2. Will jointly serve as USAID/Liberia's Audit Management and Resolution Officer, responsible for all financial and performance audits, responsible for the preparation and monitoring of the Mission's annual audit plan. He/she will be responsible for preparation and/or review of Mission responses to the Regional Inspector General's audit report recommendations, and for closing out audit recommendations with USAID/Washington's Chief Financial Officer; and will liaise with Inspector General's office, and advise the Controller and the Mission Director on the status of audits.
3. Will establish and implement annual plans for performing financial management reviews of the Mission's implementing partners in Liberia; review the performance of implementing partners/agencies; prepare site visit reports to detail findings and recommendations; and track and follow up on implementation of recommendations.
4. Will provide an opinion on the reliability of host country and recipient systems, and the effectiveness of the underlying internal control; advice mission management on weaknesses and possible recommendations; provide input to project work plans, expenditure plans and budgets; monitor the financial and accounting performance of grantees, contractors and the Host Government; provide assistance and advice to contractors, grantees and Host Government Counterparts in the maintenance of records and USG financial management requirements.

Assists in Planning, Organizing, and Implementing the Accounting, Budget, and Reporting Functions of USAID/Liberia (10%)

The incumbent:

1. Performs reviews of financial terms and conditions on project agreements, project implementation orders, modified acquisition and assistance requests, contracts, purchase and delivery orders, and lease and grant agreements for compliance with applicable rules, regulations, and procedures relating to accounting and fund controls. S/he will monitor the execution of such documents to ensure compliance with financial plans and report on the financial status of those instruments to the Controller and other Technical Office Directors or Team Leaders.
2. Is responsible for preparing the quarterly reports of financial data required by USAID/Washington in preparing the Agency's quarterly financial statements via the Web tool.
3. Is responsible for analyzing new and revised financial management procedures issued by USAID/W and/or the Regional Financial Management Office in Accra which impact on USAID/Liberia accounting and financial reporting systems. S/he is responsible for designing procedures or effective implementation of needed changes in management and program-support systems.
4. Provides guidance and advice to other USAID/Liberia OFM staff, administrative, and programmatic personnel engaged in carrying out fiscal and programmatic activities. As directed by mission Controller, s/he meets with the Mission Director, Technical Team Leaders, activity managers, and other support personnel and provides clear direction to ensure effective planning and execution of financial management support operations. S/he provides guidance on all financial management policy matters.

Management Advice and Assistance (10%)

1. Provides professional financial advice to USAID/Liberia Mission management personnel on a range of issues related to the financial management aspects of proposed activities; estimated costs and required budgets; and internal controls; Contributes to USAID's decision and policy making process by providing recommendations and suggestions for improving operational efficiencies, financial management practices, and the accuracy of financial reporting; Provides technical guidance on U.S. federal government and USAID rules and regulations to the technical teams, implementing partners, non-governmental organizations (NGOs) and host government officials. Prepares the financial aspects of project design and implementation

documents, such as budgets and financial plans for Implementation Letters, Grant Agreements, etc. Assists activity managers in development of appropriate payment procedures in accordance with project implementation requirements.

2. Participates as a key member of the technical (Development Objective) teams in exercises such as periodic portfolio and/or project implementation reviews, procurement planning exercises and other such activities. Performs the quarterly project accounting analyses and participates with the Technical Teams in development of accrual estimates. Identifies and recommends adjusting entries to the accounts to bring the project/program pipelines into accurate levels. Reviews project vouchers and liquidation requests. Investigates any variances between projections and actual disbursements and provides the results to Activity Managers.
3. Establishes and maintains liaison with operating officials at various levels for the USAID Mission, U.S. Embassy, Host Government, and USAID implementing organizations in Liberia to ascertain their needs for accounting and budgetary data, to ensure that those needs are being met and to encourage greater use of accounting data in the management process. Advises Host Country Government Officials on financial requirements of host country contracts and of changes (amendments) occurring throughout the life of such contracts. Works with Host Government tax authorities if needed. Provides advice on tax changes in local law that affects USAID and implementing partner employees and operations.

Other Duties (5%)

1. Performs continuous and specific quarterly 1311 reviews for Mission's activities to fully support outstanding Commitments, Obligations, Sub-Commitments and Sub-Obligations to provide support for the Controller's 1311 Certification.
2. Performs pre-payment verification of invoices to determine allowability of costs being claimed in accordance with relevant award terms and provisions and with applicable USAID cost principles and other regulations; conducts special analysis of historical accounting data and recommends management actions or alternatives which can be taken when the data discloses unfavorable trends, situations, and/or deviations from budget plans.
3. Performs other duties as assigned.

REQUIRED QUALIFICATIONS, EDUCATION AND PRIOR EXPERIENCE

Education:

A baccalaureate degree in Accounting is required. A Professional Certification, (e.g. CPA, ACCA, CIA, CFE) is highly desirable. A master's degree in accounting, finance, business administration or related field is also highly desirable.

Prior Work Experience:

At least five years of progressively responsible experience in professional accounting or auditing is required.

Post Entry Training

On-the-job training in the Phoenix Accounting System and other USAID systems. A specific, tailored, recurring annual training plan including formal training and continuing education will be developed for the employee.

Language Proficiency:

Level IV English ability (fluent) is required.

Job Knowledge:

A thorough knowledge and understanding of generally accepted accounting principles (GAAP) and generally accepted auditing standards (GAAS), as well as governmental and not-for-profit accounting, budgeting and reporting are required. A thorough knowledge of USAID activity design, development, implementation and evaluation processes is essential. Knowledge of Public Financial Management systems, Committee of Sponsoring Organizations (COSO Internal Control Framework, International auditing standards and related areas is highly desired.

Skills and Abilities:

Excellent skills and abilities in performing audits (financial and programmatic), internal control assessments, financial reviews, compliance reviews, etc. are required. Ability to perform sophisticated analysis of management controls and capabilities of partner/beneficiary organizations is required. Ability to evaluate financial aspects of activities and programs, institutional capacities and capabilities is required. Ability to present results and recommendations to a broad audience, both orally and in writing, is also required. Excellent interpersonal skills are required, as incumbent will frequently be working with the officials and staff of the Host government, Contractors, Grantees, and others who may be unfamiliar with USAID's programming and budgeting process.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and visa status in determining successful candidacy.

SELECTION PROCESS

After initial screening of applications, qualified applicants will be invited for a written exam and interview. Only short-listed applicants will be contacted.

HOW TO APPLY

Interested candidates for this position should submit the following:

1. A clearly typed application letter which briefly summarizes why you believe you are qualified for the position
2. Resume
3. The names and contact details of three references that can attest for your professional qualifications and/or work experience
4. Documentation (e.g., essay, certificates, awards, and copies of degrees earned) that addresses the minimum requirements of the position as listed above

Submit application to:

The Financial Analyst Position
USAID/Liberia
C/O American Embassy
Gate 3, Mamba Point
Attention: FSN 669-13-000006

Or by e-mail to: Monrovia-hr@usaid.gov

Drafted by: S. Browne/HR
Cleared By: C. Egu/OFM
Approved by: R. Hicks/EXO